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ROUTING AND RECORD SHEET

INSTRUCTIONS: Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:

Director of Training - 1024 I Bldg.

NO.

LS-4104

DATE

13 April 1953

TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		REC'D	FWD'D		
1. Security Office Alt. [redacted]	2060 I 1050		24 April 1953	JEP.	#1 - 1 copy to be retained by you. Another copy will be sent to you upon complete concurrence.
2. General Counsel	317-A South	27 Apr		Ju	#2 - 1 copy to be retained by you. Another copy will be sent to you upon complete concurrence.
3. Comptroller tn: Dept. Compt.	209 Central				#3 - Please send original completely concurred copy to #4. 6 copies to be retained by you.
4. BFO/OTR	1313 I				
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

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X. These procedures will be amended and supplemented, upon approval and concurrence of appropriate officials at headquarters, to meet changing operational and administrative developments as they occur.

CONCURRENCE:

OFFICE OF THE COMPTROLLER

INSPECTION & SECURITY OFFICE

GENERAL COUNSEL

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12 Jan. 1953

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Exhibit C.

27 August 1952

MEMORANDUM FOR: Deputy Director, Training (Special)

SUBJECT:

25X

X1
1. Reference is made to your memorandum of 5 August 1952, wherein you propose that the Finance Officer would assume responsibility for the subject account and that advances to the account be accounted for through Account No. 320 instead of 324.

2. The proposed procedure outlined in your memorandum is satisfactory with this office with the exception of the recording to General Ledger Account 320 in lieu of 324. Advances for the account should be recorded in Account 324.

3. The separate recording in Account 324 is a minor variation in the proposal and in no way alters the basic concept that the Finance Officer will be responsible for maintaining complete records on these advances and for obtaining and transmitting accountings from other government agencies to this office.

/s/
Acting Chief, Finance Division

25X

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Exhibit E.

CHART OF ACCOUNTS

10 CASH
11 Cash on Hand
12 Cash in Bank
13 Cash on Deposit

25X

20 OUTSTANDING ADVANCES
21 Employee Advances
22 Imprest Advances
23 Telephone Advances

50 EXPENSES
52 Expenses 1952
53 Expenses 1953

60 MISCELLANEOUS RECEIPTS

62 Transportation
63 Lost Property
64 Terminal Leave Repayments
65 Damaged Property

90 ACCOUNTABILITY
91 Station Funds

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Exhibit F

1.1-12

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BANK RECONCILIATION STATEMENT



25X

Balance per Bank Statement _____
(Date)

\$ _____

Add: Deposits not recorded by Bank _____

Sub-total \$ _____

Less: Checks outstanding (see itemization) _____

Sub-total \$ _____

Other adjustments: (See REMARKS) _____

Balance per Voucher Register _____
(Date and Vo. No.)

\$ _____

REMARKS:

Reconciled by: _____
(Date)Approved by: _____
(Date)~~SECRET~~

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